

Regulatory Language Sample

Continuing Professional Development.

During each license renewal cycle, a licensed psychologist shall be required to complete not less than 40 credits of Continuing Professional Development (CPD) related to the licensee's professional practice. Three of those credits must be in the area of professional ethics. Each psychologist shall report biennially, under penalty of perjury, the number of credits of CPD completed. Such report will be due at the time of license renewal and shall be part of the license renewal application.

Each licensee shall be required to complete a Continuing Professional Development Plan, available on the Board of Psychology website, at the beginning of each renewal period. The plan shall serve as a guide for the psychologist regarding CPD and should be made available to the Board in the event the psychologist's CPD is audited.

Each licensee shall be required to provide the Board with a document available on the Board of Psychology website stating his/her intended areas of practice;

Credit for Continuing Professional Development shall be recognized in accordance with the following. All forms are available on the Board of Psychology website:

Peer Consultation

A maximum of 20 credits per two-year period shall be recognized for regular and ongoing peer consultation. Peer consultation includes research groups, journal clubs, case consultation groups, and topic groups that have a structured, organized format, meet regularly, and focus on psychological activities related to one's practice. This activity requires a minimum of 10 hours participation in order to be creditable, with one hour of peer consultation equal to one hour of credit. Required documentation is a contemporaneous log with a list of dates attended, topics discussed, location, identification of participants, and number of hours. The accuracy of the log must be attested to by an individual designated as the recorder of the peer consultation group.

Practice Outcome Monitoring (POM)

A maximum of 20 credits per two-year period shall be recognized for Practice Outcome Monitoring (POM) with one patient/client properly documented series of assessments being equal to one credit. This activity includes the regular application of outcome assessment protocols with clients/patients in order to monitor one's own practice process and outcomes. POM of ongoing services should include repeated measures and involve the use of a standardized assessment tools. Participation in a hospital or health care system's formal quality assurance program (QA) that focuses on monitoring client/patient outcomes would also be included in this category. Required documentation includes a contemporaneous log with client ID #, dates of assessment, assessment protocol, and assessment outcomes if available.

Professional Activities

A maximum of 10 credits per two-year period shall be recognized for Professional Activities such as serving on psychological association boards or committees, on editorial boards of peer-reviewed journals, on scientific grant writing teams or as a board member on a psychology licensing board. One continuous year of such service equals 10 credits. Required documentation is written verification from the board or committee chair, or other appropriate person.

Conferences/Conventions

A maximum of 5 credits per two-year period shall be recognized for attendance at professional Conference/ Conventions related to psychology or one's area of psychological practice. This is for conference or workshop attendance, and includes activities that are not part of formal Approved Sponsored Continuing Education (CE). One day equals one credit. Required documentation is a copy of the registration materials.

Courses

A maximum of 20 credits per two-year period shall be recognized for completing and passing, from a regionally accredited educational institution, a graduate-level

course related to one's area of practice. Required documentation is a transcript showing the course taken and the grade.

Instruction

A maximum of 20 credits per two-year period shall be recognized for teaching, in a regionally accredited institution, a graduate or undergraduate course related to psychology. A maximum of 10 credits per two-year period shall be recognized for teaching a 6 hour long approved sponsor CE workshop, and a maximum of 5 credits every two years shall be recognized for teaching a 3 hour long approved sponsor CE workshop. Credits for teaching courses and workshops apply only for the first time a licensee teaches the course or presents the workshop. Required documentation is a copy of the presentation announcement or course catalog noting the course taught and instructor, or registration materials indicating the presentation; and an attestation from the psychologist stating that the course or workshop is being presented for the first time.

Publications

A maximum of 10 credits per renewal period shall be recognized for publications related to psychology as long as the publications are contained in a peer-reviewed article or a book chapter. Required documentation is a copy of the first page of the journal article or book chapter.

Approved Sponsor Continuing Education

A maximum of 30 credits per renewal cycle shall be recognized for Approved Sponsor Continuing Education. This refers to participation in any activity provided by Board approved sponsor organizations. Required documentation is an official certificate of attendance/participation issued by the CE presenter/sponsoring organization, and that includes date, title, location, and number of hours.

Approved sponsors of continuing education include the American Psychological Association (APA) or any of its approved sponsors approved through the American Psychological Association Sponsor Approval System; the California Psychological Association; the Canadian Psychological Association Approval of

Sponsor of Continuing Education for Canadian Psychologists; the Academies of the Specialty Boards of the American Board of Professional Psychology; Association for Psychological Science; Association of State and Provincial Psychology Boards (ASPPB); the National Association of School Psychologists; regionally accredited educational institutions that offer graduate training in psychology or related fields; accredited medical schools; Category I Continuing Medical Education (CME) of the American Medical Association; the Canadian Medical Association; the American Bar Association; and the Canadian Bar Association.

Courses must be relevant to the practice of psychology. The delivery method of the Continuing Education may be in person or electronically mediated as long as provided by an approved sponsor.

Self-directed Learning

A maximum of 5 credits per renewal period shall be recognized for self-directed learning directly related to the practice of the psychologist. Acceptable activities include use of audiotapes, videotapes, books and journals, and activities from non-approved sponsors. Each hour of self-directed activity qualifies for one (1) CPD credit. Required documentation is an attestation that contains a description of the activity, the subject material covered, the dates, and number of hours involved.

Comment [JH1]: Should we make this 10?

ABPP Board Certification

A maximum of 40 credits in a two-year period shall be recognized for the successful completion of the board examination of the American Board of Professional Psychology. Documentation from ABPP must be submitted to the Board.

Record Keeping. Each licensee shall be responsible for maintaining records of completed qualified CPD for a period of two (2) years after the close of the two-year period to which the records pertain.

Professional Ethics. Psychologists must complete a minimum of three (3) credits in professional ethics each renewal cycle. The content of the ethics CPD requirement must be related to ethical, legal, statutory or regulatory policies, guidelines, and/or standards that impact psychology, and must be postdoctoral in nature. A psychologist who serves as an expert for the Board any time during his/her license renewal cycle shall be deemed to have met the ethics requirement for that renewal period. A psychologist who serves on the Board will also be deemed to have met the ethics requirement for each license renewal cycle while serving on the Board. A psychologist who serves as a member of the CPA or APA Ethics Committees during a license cycle will also be deemed to have met the three credit ethics requirement.

Each licensee shall attest, on his/her license renewal application, that he/she has satisfied the CPD requirements. Documentation of these activities should be retained by the licensee and not sent to the Board unless so requested. False attestation of satisfaction of the CPD requirements on a renewal application may subject the licensee to disciplinary action, including revocation.

The Board will audit a 10% percent sample of the renewal applications. Licensees whose applications are audited will be required to submit documentation of the completion of their CPD activities along with their Professional Plan.

If a licensee fails to renew his/her license at the appropriate time, and within six months files a late request for renewal, the licensee must provide the Board with documentation of acceptable CPD that documents the CPD activities were completed prior to the end of the renewal period. After review and approval of the CPD, the license will then be renewed. The licensee shall be subject to an audit during the next renewal period. Failure to renew a license within six months of its expiration shall have the effect of revocation of the license by operation of law and the license shall be considered lapsed. The Board in its sole discretion may reinstate a revoked license. Psychologists practicing with an expired or lapsed license are subject to disciplinary action by the Board.

If an audited licensee attests to completion of the required CPD in the appropriate timeframe but does not present acceptable documentation of the attested CPD, a disciplinary action will be pursued.